

TOWN OF ROCKY HILL JOB POSTING

(This is an advertisement. Please contact Human Resources for a detailed job description.)

CORA J. BELDEN LIBRARY

Library Assistant

The Town of Rocky Hill is seeking qualified applicants to fill 24-hour and 35-hour openings as a Library Assistant at the Cora J. Belden Library. The Library is looking for individuals who have exceptional customer service skills and stellar interpersonal communication. Ideal applicants must possess the following qualifications:

The skills and knowledge required would generally be acquired with a high school education with some experience in general office work, or any equivalent combination of experience and training as follows:

1. Some knowledge of basic office procedures, including filing, scheduling, posting, and basic recordkeeping. Some ability to follow written and oral instructions
2. Some ability to acquire a working knowledge of regulations and procedures pertaining to library responsibilities. Some ability to type accurately. Some ability to acquire skills to operate data processing equipment. Some ability to maintain accurate files and records. Good ability to deal cooperatively with others.

Successful incumbents have demonstrated the following: 1) flexibility, adaptability, and an ability to quickly adopt improvements in technology; 2) ability to work evenings and Saturdays; 3) working knowledge of Microsoft Office Suite; 4) demonstrated success in creating and maintaining professional working relationships with the public, co-workers, and other stakeholders; 5) ability to work in a fast paced environment while managing multiple competing deadlines; and, 6) previous Library experience.

In addition to working with adults, individuals must assist with creating innovative programs for children that will spark literacy, a desire to learn new things, and a love of reading.

This position is part of the AFSCME Local 1303-112 Union contract. Salary (effective: July 1, 2015: \$42,316) and hours will be in accordance with the Union contract which can be viewed online at: www.rockyhillct.gov/DeptPages/employment.htm.

Interested applicants must submit each of the following: 1) a resume; 2) a letter of interest which clearly demonstrates how the applicant meets the qualifications and number of hours desired; and, 3) a completed application. All application materials must be submitted to the Department of Human Resources no later than 4:30 p.m. on Thursday, August 13, 2015.

The Town of Rocky Hill is an EEO/AA Employer.